

Hispanic Employment Program (HEP) Overview

Purpose: ensure equal opportunity in the hiring, advancement, training, and treatment of Hispanic Americans

Goal: strive to achieve a civilian work force in which qualified Hispanic Americans are represented in every major organizational element, occupational category, and grade commensurate with their representation in the relevant civilian work force

Hispanic Employment Program Manager (HEPM)

Hispanic Employment Program Manager (HEPM) should understand the causes and effects of racial discrimination; have good managerial and organizational skills; be familiar with the principles of personnel management; and be able to identify and work to resolve problems that affect the hiring, advancement, training, treatment, and recognition of Hispanic American employees within the work

Overview of HEPM Duties

Develop and evaluate policies and procedures for the Hispanic Employment Program; identify and resolve actual and perceived system inequities which adversely affect Hispanic employees

Provide leadership, advice, and guidance to managers, supervisors, and employees

Serve as an advocate to management for the changes necessary to overcome barriers which restrict equal employment opportunities

Analyze Hispanic statistical data to include data for various grade groupings, PATCOB categories, and organizational data

Overview of HEPM Duties (Cont'd)

Coordinate with civilian personnel to identify vacant positions or promotional/training opportunities for which Hispanics may want to apply

Provide career information and counseling to Hispanic American employees


Work with government and non - government organizations to provide opportunities for career enhancement of Hispanic American employees

Represent the commander at local and national meetings and conferences that may be beneficial to the Army



OPM Nine-Point Plan

Hispanics are the most underrepresented group in the Federal Government; OPM proposed a Nine-Point Plan to improve the representation of Hispanics in the work force



Support and implement the White House Initiative on Educational Excellence for Hispanic Americans

Provide employment information to students, faculty, and the Hispanic community

Use Presidential Management Intern (PMI) Program for recruiting, converting, and advancing Hispanic college graduates

Use the flexibilities of the Student Educational Employment Program to bring Hispanic students into agency's shortage category occupations, as well as other occupations

OPM Nine-Point Plan (Cont'd)

Participate in the Hispanic Association of Colleges and Universities (HACU) National Internship Program

Develop mentoring programs to motivate young people to pursue higher education and Federal careers

Promote participation of Hispanic employees in career development programs

Assess agency needs for Hispanic Employment Program (HEP) Managers, and ensure that HEP Managers are integral members of the agency's management team; incorporate these activities into agency's Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM

Hispanic Heritage Month

Congress passed a joint resolution on 17 September 1968 creating National Hispanic Heritage Week. The week was expanded to a month by joint resolution in 1988 and is now observed annually from September 15th to October 15th

FY 2004 Theme: "Hispanic Americans: Making a Difference in our Communities and our Nation"



IMAGE

National IMAGE is committed to disseminating the most current information to the Hispanic community. A successful vehicle for this is the National IMAGE Annual Conference. This conference is an excellent opportunity for thousands of Hispanics to network. The annual conference provides exhibit space for government agencies and private businesses to reach the community, a forum for speakers on topics of interest, and a job fair to inform the community about employment opportunities.

**Web site for further information is
<http://nationalimageinc.org>**

You Can Help!

**Contact your local EEO Office
to become a member of the
Special Emphasis Program
Committee which addresses
concerns of all employees**

